



## Job Announcement

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**Opening Date:** April 3, 2014

**Job Title:** Classification and Salary Analyst

**PIN:** 073282

**Location:** Administrative Office of the Courts  
Human Resources Department

**Closing Date:** Open Until Filled

**Position Type:** Regular Full Time

**FLSA Status:** Exempt

**Grade/Entry Salary:** J13 \$46,394 - \$55,452  
(Depending on Qualifications)

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** This is the full performance level of professional work in the fields of Classification and Salary Administration. The position is responsible for providing the classification of positions in various occupational areas; conducting job analyses and job evaluation studies to determine the appropriate classification and salary levels, utilizing applicable evaluative methodologies, to ensure consistent classifications for all positions; conducting and participating in salary surveys; reviewing and proposing sound alternatives for organizational structures and proposals for classification impact; conducting on-site interviews for classification and salary development; preparing analytical reports of classification and salary findings; developing and revising classification specifications; providing advice to all levels of the Judiciary concerning classification and salary matters; analyzing salary data to make recommendations regarding compensation initiatives, policies and procedures affecting all Judiciary employees. Performs related duties as assigned.

**Education:** Possession of a bachelor's degree from an accredited college or university.

**Experience:** Three years of professional level human resources experience, to include one year of specialist and/or professional experience in conducting job evaluation, job analysis and salary administration.

**Note:** Professional human resources work as defined above may be substituted on a year for year basis for up to four years of the required education.

**Skills/Abilities:** Knowledge in the application of job evaluation methodologies; knowledge of human resources management theory, policies and practices; strong analytical and organizational skills; effective communication skills, verbally and in writing; ability to establish and maintain a professional harmonious effective working relationships with human resources' colleagues, administrators, public officials and the general public; ability to provide guidance and accurate advice and information to managers, staff and other administrative officials; ability to develop presentations, special classification and compensation studies and project reports; ability to develop innovative solutions to resolve complex problems; ability to handle multiple duties, prioritize and to define problems, collect data, establish facts, draw valid conclusions and formulate recommendations; ability to work in a fast paced environment; to interpret policies, procedures, regulations or laws. Ability to use Microsoft Office software programs Word, Excel, Access, PowerPoint; and Human Resources Information Systems. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. The candidate selected for this position will be subject to a background check, and a complete application is due at time of interview. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Applicants must be United States citizens or eligible to work in the United States.**